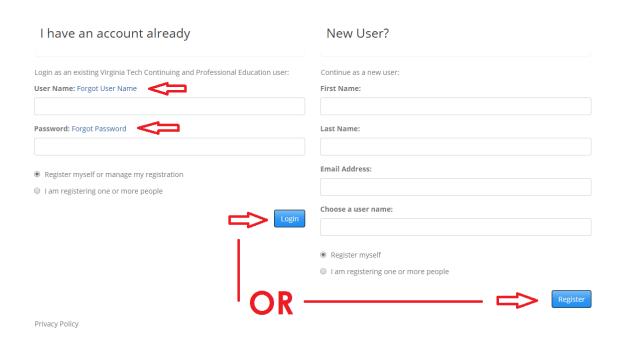# FORUM ATTENDEE REGISTRATION PROCESS

https://register.cpe.vt.edu/portal/events/reg/participantTypeSelection.do?method=load&entityId=4811179

1. Either log in or create a new account. Note: Most users will have an account if you set one up last year. If you do not, you can create a new account. If you have forgotten your Account Information, please select "Forgot User Name" or "Forgot Password" and follow instructions.

   You can select either "register myself or manage my registration" or "I am registering one or more people."
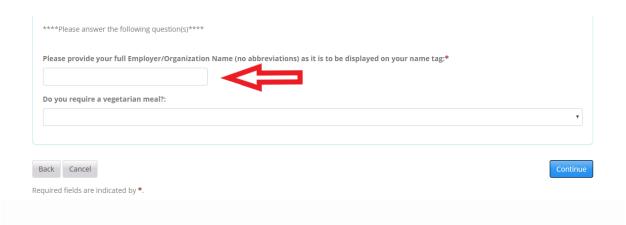
2. Select your registration type as "Full Forum Participant" and click Continue.

3. You will now see a timer at the top of the screen. You will have 30 minutes to complete your registration by the end of this time or have to start over again. You have the option to include guests who will be attending the event.

   NOTE: This does not include guests who will be staying with you in your hotel should you choose to invite them. This is for conference registration only. If no guests will be joining you (common), leave the quantity as "0". Click Continue.

Conference Participation	$500.00
Select the quantity of each add-on that you would like to purchase.	
0 ⌄ **Guest**	$500.00

   Back   Cancel   Continue

4. Here is where you will list your Agency/Entity. This is the Agency/Entity which will be printed on your Forum badge and listed in your app profile.
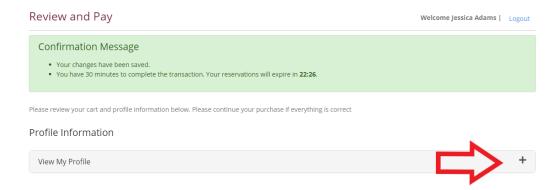
   You will also select your Vegetarian meal option here. At Forum 2022, those who select "Yes" to this option will get priority over those asking for a Vegetarian meal on site. If you ask for a Vegetarian meal on site but do NOT select "Yes" here, we will try to accommodate you but you may be served later than others and may not get the same Vegetarian meal option that is offered to those who did select "Yes." Click Continue.

   ****Please answer the following question(s)****

   Please provide your full Employer/Organization Name (no abbreviations) as it is to be displayed on your name tag:*

   [   ] ⇐

   Do you require a vegetarian meal?:

   [▾]

   Back   Cancel   Continue

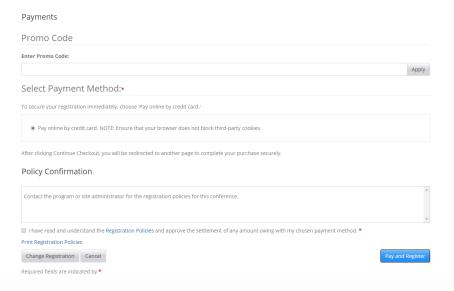   Required fields are indicated by *.

5. On the next page you will be shown your cart and be given the option to update your profile information.

Expand your profile to make sure it reads as it should and make any necessary changes.

Be sure that your preferred/shown email address is the email address on file with VIP, should you want to claim recertification hours for VCA/O/M recertification at the conclusion of Forum 2022.
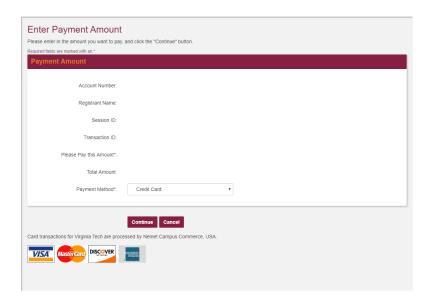

6. Select your payment method as credit card – you are permitted to use a PCard for Forum registration or you may use a personal credit card.

7. Scroll down the page and check the box by the privacy statement and select "Pay and Register"

You will be taken to the Payment page where you can put in your payment information. Follow instructions to the end.

Your registration is now complete!

If you ever would like to change your registration or profile information, you can by returning with the link at the top of this document and selecting "register myself or manage my registration"

You will need your registration/participant ID for hotel registration. It will be located on the emailed Receipt.pdf and listed next to your name in the document (example shown below.) If you do not have this number or have difficulty locating it, contact the Forum help desk at forum@dgs.virginia.gov for assistance.

Continuing and Professional Education
702 University City Blvd
Mail Code 0272
Blacksburg, VA 24061

540-231-5182
cpeinfo@vt.edu

RECEIPT

Attendee Name (X0   )

Transaction Basket:
Date: 25/Mar/2022 7:34AM
                                     Page 1 of 1

Public Procurement Forum 2022 - 569709-A
Location: Virginia Beach Convention Center, 100 19th St, Virginia Beach, VA 23451
Dates: 2022-11-13 - 2022-11-16